

**DATE:** September 1, 2007

**TO:** Owners and Operators of Elevators, Lifts, Escalators and Dumbwaiters

**FROM:** Dan Meneguín and Larry Swaziek

**SUBJECT:** Inspections of Elevators, Lifts, Escalators and Dumbwaiters  
ss. Comm 2.15, Wis. Adm. Code, *Fees*  
s. Comm 18.1015, Wis. Adm. Code, Routine, Periodic, and Acceptance  
Inspections and Tests  
s. Comm 18.1014, Wis. Adm. Code, Permit to Operate

Wisconsin administrative rules require the Department of Commerce to inspect elevators, lifts, escalators, dumbwaiters; issue Permits to Operate (PTO) for code-compliant installations; and charge fees for these inspections and Permits to Operate (PTO). These inspections are conducted to protect the health and safety of passengers. Because of the number of inspections that must be conducted, **National Elevator Inspection Services (NEIS)** has been engaged to conduct elevator inspections on behalf of the Department. Each authorized NEIS inspector should have a photo ID identifying them as an employee of NEIS. Please allow this inspector to conduct all required elevator inspections on your premises.

When NEIS conducts an inspection, the inspector will provide an inspection report to the owner and forward a copy to the Department. If the inspector observes violations, the inspector will issue corrective orders and schedule a re-inspection. After the second inspection, the Department will be notified of uncorrected violations, which will be referred to the district attorney for prosecution. If no violations are observed, the NEIS inspector will notify the Department to issue a Permit to Operate (PTO), which is required to operate the device according to Wisconsin Administrative Code.

Owners will receive two invoices, one from NEIS and a second from the Department. The invoice from NEIS will cover the cost of the inspection. Inspection fees are set by contract and are less than fees set by Wisconsin Administrative Code. The second invoice will be mailed by the Department and cover the cost for the Permit to Operate (PTO). The Permit to Operate fee is \$35 per device.

If you have any questions, please feel free to contact Dan Meneguín at 608-266-0056 or email, at [Dan.Meneguín@wi.gov](mailto:Dan.Meneguín@wi.gov) or Larry Swaziek at 608-267-7701, or email; at [Larry.Swaziek@wi.gov](mailto:Larry.Swaziek@wi.gov) fax for both at 608-264-8795.